



Community Facilities Planning Committee

Falmouth Town Hall, 271 Falmouth Road, Falmouth, ME 04105, 781-5253

Community Facilities Planning Committee

Meeting Notes Thursday, July 16, 2009

Councilor Breen
Committee Chair

Councilor Pierce

Marsha Clark

Judith Currier

Phil Kaplan

Analiene Larson

Tim O'Donovan

Mark Soule

Steve Tenney

Staff

Lucky D'Ascanio

Albert Farris

Theo Holtwijk

Nathan Poore

Lyn Sudlow

Consultants

Institute for Civic
Leadership

Oak Point Associates

Spatial Alternatives

Vision B

Committee members present: Councilor Pierce, Mark Soule, Steve Tenney, Marsha Clark, Tim O'Donovan,

Advisors/Town staff present: Lucky D'Ascanio, Lyn Sudlow, Nathan Poore, Theo Holtwijk

Teresa opened the meeting around 7:00 PM.

1. Minutes

The meeting notes of the June 25th meeting were unanimously approved.

2. Outreach Update

There were no outreach updates.

3. Discussion regarding Preliminary Assignments for Oak Point Associates

Nathan gave an update of the meeting with Oak Point Associates. He reviewed the July 16th proposal and stated what was not included compared to the original scope. That was a preliminary building conditions report. Such a report seemed important to him. Lyn was also at the Oak Point meeting and stated her sense of the meeting. Theo stated that the proposed scope leaves just 30% of the budget for all remaining work. He was concerned with that, particularly as the building conditions report was not included yet, and Visions B and C also needed to be analyzed. Marsha wondered if this was all the money the committee had to spend and asked if additional funds could be requested.

Nathan commented that Phil, who had called Theo to discuss the proposal, suggested some ways to save money. One was to use block diagrams instead of schematic floor plans. Mark suggested that for Vision C the library's expansion was already costed out and that any Town Hall work could perhaps be done in-house. He also thought that Vision B would not take much time as that was a blend of Visions A and C. Nathan agreed that

was relatively easy, but stated that he felt that Town Hall work involving a long term building commitment should not be done in-house, but should be done by the consultant. As to additional funds, Nathan stated that he did anticipate that additional funds needed to be expended to get from a conceptual proposal and estimates to be “referendum-ready.” This would involve finalizing the plans and additional cost estimating.

Steve asked what the anticipated outcome of the committee’s assignment is or was. It is a recommendation to the Council on how to proceed with facility use and reuse. After the committee has explored Visions A-C, another forum would be held and adjustments might be made, before a recommendation would be made to the Council. Steve replied that he felt that the committee’s work represented roughly 90% of the work to be referendum ready. Theo added that he also agreed that Vision B was relatively straightforward, once A and C were done. He felt that Oak Point needed to validate the prior work for the library, so all cost estimates were at a level playing field.

Theo also stated that Phil had suggested that any cost estimates come with an outline set of specifications, so anyone who might continue the work would know on what those were based. Phil also felt that any proposals that Oak Point would make would be tested for their viability, and that perhaps a written building conditions report was not that critical. Phil felt that it might be more important to reserve sufficient funds to do a few nice renderings to help present the committee’s recommendations.

It was asked if the library board was OK with Oak Point working on their facility and the Facilities Committee making a recommendation for it. Lyn and Marsha said they kept the board up to speed on the project and that it was waiting to hear how suitable Lunt School might be for a location. The thought had occurred that it might be possible that the committee’s recommendation might be different from the library board’s position. Good communication between the two groups was important to hear and be able to incorporate concerns that may come up.

Steve brought up the service learning idea that was discussed at the last meeting, but which was left without a clear action. He felt that the committee should involve students through service learning in the community center component of the project. Mark felt that the students might comment on the use of such a center, but not on the design. Steve disagreed with that. Mark also felt it was not important to go to the seniors to ask for their opinion. He felt that committee was diversified enough to represent those perspectives and seniors had already offered input through the forum and the outreach sessions. Marsha replied that at those events different questions were being asked. This time the question would be: what would you like see in a community center, not if you like a community center or not.

Teresa stated she felt that it was always good to out to the community and ask for its input and that seniors should be included. With regard to service learning she did not want the involvement to be a “class.” She felt that was it was great if students could get community service points for participation. She also thought that assemblies on this topic could be held, that the Middle School down to 7th grade could be involved. Steve said that a balance needed to be struck between how much involvement the students would have and the need for the committee to continue with completing its assignment. He felt that better product for the committee and better learning process for the students would be obtained with service learning involvement. Mark agreed that it was important to involve service learning. Steve suggested that Holly McEwan and Dede Bennell should be contacted again.

Nathan asked Lucky for her vision for a community center and how it would be used. In the morning, Lucky stated, there might be pre-school and senior activities. In the afternoon there might be enrichment programs for kids in art, math, and chorus, much like what currently is being offered. Some of the programs would still be offered at the schools. There might be before and after care, along with an open gym.. This is currently offered by the YMCA, with low enrollment, but she anticipated that would increase if it was part of a Town-sponsored community center. She was asked if the center might be open up to 11 PM for high school seniors. She said possibly. In the communities that currently offer that, such as in Westbrook, that is done privately. She also anticipated that in the evening the center would be used for meetings. Bothe library and the center made mention of a café. One might be a smoothie bar. Lyn stated that the library is currently host of meetings and offers programs, and that if the library and community center were located close together there would be an opportunity to more closely coordinate programming for both facilities. Steve offered to contact Holly.

There was a question asked if Oak Point would address staffing needs for any proposed facilities. Nathan said that that was an in-house responsibility, but that the architect would provide feedback on operational cost such as heating. A community center might generate through fees income that would help to offset any operational costs. With extended operating hours, maintenance and custodial time needs can be significant.

Teresa stated that there appeared to be consensus to move forward with the Oak Point proposal. Theo will be in touch with Oak Point.

Theo also commented that a small amount of funds have been set aside for a traffic consultant to study the Middle Road/Lunt Road intersection, when that time comes. Some commented that that intersection had already been studied by the school department. For possible new uses, others stated, that should be done again, and might quite likely result in less traffic impact.

4. Update on Appraisal Procurement

Theo reviewed the Request for Qualifications (RFQ) that was prepared by staff. It had changed from an Invitation to a Request for Proposals (RFP) to the RFQ. The reasoning for the two step process that was proposed (first RFQ, then RFP) was that this is a specialized assignment; that the Town should not be overrun by many proposals of firms that may not be qualified; that qualified firms which might also be busy should be encouraged to participate. He offered as an alternative the possibility to rank qualified firms and not do a step 2 RFP, but instead to negotiate a scope and price with the top firm. That was done in one RFQ he had found. He also noted that there were about 22 firms within 300 miles of Falmouth that have appraised schools according to one appraisal site. Two of those are in Portland.

It was asked who would review and select the appraiser. Nathan stated that he felt that that should be done by staff (he suggested himself, Anne Gregory, and Theo). The committee was in agreement with that.

There was discussion on the negotiation idea, and how many firms to short list. In the end the group decided to stick with the two-step process, that that would give flexibility in case there was only one qualified firm or if there were several. There was a question about the property descriptions and that that text seemed to flow differently than the rest. Theo stated that he had taken that, with some edits, from the outreach flyer that the committee had prepared. There was also a question where the funds

would come from for the appraisal. Nathan stated that the Town has a reserve account for future acquisition of land and buildings (not for open space) and that he felt this project was an appropriate use for that account. It was suggested that it the scope of prior public assignments should also be asked. Theo reviewed what the submission requirement was in that regard. It includes the submission of one or more sample appraisal reports. The committee felt that was a good idea. There was a brief discussion to clarify the request an electronic copy as e-mail submissions were not allowed. Theo will clarify that and will work with Nathan to finalize the Appraisal RFQ.

5. Next meeting

After considering various dates, committee picked as its next meeting Wednesday September 23rd at 7:00 PM in Town Hall. All in attendance can make that. Theo will communicate with the others to see if that date works.

The meeting was adjourned around 8:25 PM.

Draft meeting notes by Theo Holtwijk, July 17, 2009